Health & Safety Documentation

portable building sales ltd

For the attention of Headteacher

ABC Primary School

1st January 2013

The installation of a 2 bay Clearview modular building

1. GENERAL DETAILS

Customer :	ABC Primary School		
Site Contact :	Headteacher	Tel :	0123456789
Site Location :	School Road, Melton		
Description of Lift :	Installation of 2 bay modular building onto foundations		
Proposed Date of Lift :	1st January 2013		

Appointed Person :	TBC	Tel :	TBC
Slinger / Signaler :	TBC	Tel :	TBC
Crane Company :	TBC	Tel :	TBC
Transport Company :	TBC	Tel :	TBC

2. DETAILS OF LOAD

Net Weight :	4.0t	Gross Weight :	4.8t
Dimensions :	8.5 x 3.0 x 3.0		
Centre Of Gravity :	Un-known trial lift required		
Height Of Lift :	2m		
Maximum Radius :	15m		

3. DETAILS OF CRANE

Make & Model :	Grove GMK3050
Capacity :	50t
Boom Length :	27.3m
Fly Jib (If Required) :	N/R
Outrigger Spread :	6.8 x 6.2
Mat / Pad Size :	Weight of crane – 25% + Gross load / MGL = Pad area 32 – 25% = 24 24 + 4.5 = 28.5 28.5 / 1 = 28.5 t/m² Client to ensure ground loading of 28.5 t/m²
Rigged Weight of Crane :	36t
Additional Counterweight (If Required) :	N/R

4. GROUND CONDITIONS

Access To From Site :	Clear access from public highway
Lifting Position :	Tarmac playground

5. LIFTING ACCESSORIES

Chains :	2x2leg 9m lg 4t swl	Webbing Slings :	N/R
Wire Rope Slings :	N/R	Shackles :	N/R
Other Accessories :	Lifting eyes supplied by PBS		

6. IDENTIFICATION OF HAZARDS

Proximity Hazards	Present?	Load Hazards	Present?
Overhead Power Lines	NO	Slinging Difficulties	NO
Other Overhead Obstacles	NO	Top Heavy	NO
Underground Services	NO	Sharp Edges	NO
Excavations	NO	Other Hazards Identified	NO
Unstable / Soft Ground	NO		
Hazardous Materials	NO		
Confined Working area	NO		
Restricted Access	NO		
Other Hazards Identified	NO		

7. SITE / CLIENT REQUIREMENTS

Site induction :	Yes
On site welfare :	Yes
Emergency procedure :	Call 99 from Mobiles
First Aid :	Small first aid kit in the van

Consequence C	**Frequency F**		**Risk Rating Key R**
1. Negligible/No Effect	1. Negligible	1-4	Broadly acceptable no action required
2. Minor Injuries	2. Unlikely	5-9	Moderate – Reduce risk reasonable practical
3. Major Injuries	3. Likely	10-16	High Risk – Priority action to be undertaken immediately
4. Fatalities	4. Probable		

Ref	Hazard	Risk	Effect	Before Control			Control	After Control		
				C	F	R		C	F	R
1	Moving vehicles	Injury to person	Major injury	4	3	12	High visibility jackets	4	2	8
2	Lifting operations	Falling loads	Major injury	4	3	12	Secure working area and signage	4	2	8
3	Extreme weather	Adverse effect on lifting operation	Major injury	4	3	12	Continuous weather monitoring	4	2	8
4	Working at height	Falling from Roof	Major injury	4	3	12	Fall restraint with suitable harness	4	2	8
5	Disconnection / reconnection of electrical services	Electrocution	Major Injury	4	3	12	Qualified electrician to carry out all electrical works	4	2	8
6	Access Routes / vehicles entering and leaving site	Injury to site personal	Major injury	4	3	12	Ensure routes are clearly marked and include in toolbox talk	4	2	8
7	Load falling from hook	Crushing of personal	Major injury	4	3	12	Trained and competent slinger signer to secure	4	2	8

	of crane	and damage to load					load			
8	Unauthorized persons entering the site from public right of way	Injury to person	Major injury	4	3	12	Working area to be coned and taped off. Site supervisor to monitor the site. Pedestrians to be stopped during lift operation	4	2	8
9	Crane failure	Crushing of personal and damage to load	Major injury	4	3	12	See contingency statement	4	2	8

Method Statements

Lifting Procedure Installation (lifting eyes)

Date: 1st January 2013

1. Site team to travel to site and introduce themselves to the client, carryout site inductions and obtain permit to work.

Date: 1st January 2013

2. Crane arrives on site 08.00hrs,

3. Site supervisor to carry out a tool box talk to run through the lift with all personnel present, in particular the SS and CD are to agree hand signals and crane / lifting accessory certification check.

4. Crane is to be set up as per lift plan and confirm with SS RCI / SWL / wind speed and ensure mast beacon is fitted.

5. Inertia reel to be attached to the hook of the crane and SS visually check harness before fitting.

6. The SS will then attached his lanyard to the inertia reel and climb a footed ladder to gain access to the roof of the first module to be lifted. He will then screw in lifting eyes to each corner of the module and then attach the chains to the eyes he will then descend down the footed ladder and once on the ground will detach his lanyard from the inertia reel.

7. The ladder will then be removed and the SS will instruct the crane driver to carefully and safely lift the module off the transport clear of any obstructions and onto the foundations. Two hand lines will be attached to the unit where the lift is foreseen to be above shoulder height, this is to eliminate swinging of the unit during the lifting operation.

8. The SS will then attach his lanyard to the inertia reel, climb a footed ladder to gain access to the roof. He will then detach the chains and unscrew the lifting eyes. He will then descend down the footed ladder and once on the ground will detach his lanyard.

9. This procedure will apply to all ground floor modules.

10. For first floor modules, the modules are to be attached to the crane using the same method as the ground floor modules and then guided into position using the powered access boom with a suitably trained operator on both sides of the ground floor modules.

11. Once the first floor module is in place the SS will attach his lanyard to the inertia reel and then detach the lanyard from the cage of the powered access boom and step onto the roof to detach the chains and remove the lifting eyes.

12. The site supervisor will check the site to ensure that whilst the lifting is taking place no unauthorized persons or obstacles are within the working radius of the crane.

Sealing the roof.

13. Obtain a hot works permit.

14. Site operatives will attached their lanyard to the inertia reel and then detach the lanyard from the cage of the powered access boom and step onto the roof.

15. The site operative will then clean the roof joint fit the pre-cut roof sealing strips using a blow torch.

Fitting of external trims and guttering and internal works

16. Site operative are to fit the pre-cut bay to bay trims, mid bands and guttering using basic hand tools and small power tools / battery operated drills. Any work at first floor height the powered access boon is to be used and only operated by a suitably train person.

17. Once the building has been installed the site operatives will then complete the internal works. This involves the use of basic hand tools and small power tools / battery operated drills. Any works at ceiling height the use of hop ups or small working platforms are to be used.

18. Hardhats, safety boots, high visibility clothing and gloves will be worn at all times.

Contingency statement

In the event of an accident or emergency then follow the emergency procedure as discussed in the tool box talks.

In the case of crane malfunction with the load suspended. Barrier off the area under the load, contact the crane hire company and ensure the driver stays with the crane.

If weather conditions exceed safe limits then suspend the lift until conditions improve.

In the event of a person falling from the roof whilst attached to the inertia reel. If the person has not made contact with the ground then under instruction the crane driver is to lower the person to the ground clear of any obstructions.

Portable Building Sales Ltd

HEALTH AND SAFETY CHECK LIST

(CDM Regulations 2006)

1	Notice to H.S.E (if required)	
2	H/S Plan to client	
3	Risk assessment issued to :-	
	Client	
	Contractors	
	Employees	
4	Method statement	
5	Health and safety file set up	
6	Planning supervisor confirmed to be: Martin Jackson	
7	List of Sub-Contractors	
	Check Safety Method Statement	
	Ensure co-ordination and co-operation of contractors	
	Emergency arrangements and procedures	
	Provision and use of plant/equipment which will be used by some contractors	
8	Programme of Work	
9	Monitor Health and Safety performance	

Signed by operative to confirm that I have read, studied, understood and received a copy of this document prior to commencement of works

Name ……Signed …… Date ……..

Name ……Signed …… Date ……..

Name ……Signed …… Date ……..

Name ……Signed …… Date ……..

Name ……Signed …… Date ……..

Name ……Signed …… Date ……..

Personal Fall Restraint Systems

Signed by operative to confirm that I have visually inspected personnel harnesses and fall restraint systems:-

Name ……Signed …… Date ……..

Name ……Signed …… Date ……..

Service disconnections

Signed by operative to confirm that the services have been disconnected in accordance with the relative regulations..

Electrical

Name ……Signed …… Date …….

Water

Name ……Signed …… Date …….

Gas

Name ……Signed …… Date …….

Air Conditioning

Name ……Signed …… Date …….

Phone / IT

Name ……Signed …… Date …….

Security Alarm

Name ……Signed …… Date …….

Fire Alarm

Name ……Signed …… Date …….

On site accident report form

This form is only to be used as an onsite form, ALL accidents must be reported to a director of Portable building Sales Ltd. The details will then be transferred into the company accident book.

Name …… Date …… Time ……

Details of accident ……

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Name …… Date …… Time ……

Details of accident ……

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Name …… Date …… Time ……

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